

FUNDING DETERMINATION CHECKLIST

This checklist* is designed to help applicants determine which stage of the PluggedInVA grant they are eligible for and should be completed prior to a program's applying for funding.

Development Stage

Please Note: Funding is not available for this stage of the PluggedInVA grant process. However, these steps must be completed prior to applying for implementation funding.

Research on Labor Markets, Occupational Training, and Educational Services

- ☐ Identify local employment trends
- ☐ Identify job and training requirements
- ☐ Identify gaps in available training services

Program Administration, Staffing, and Data Collection

- ☐ Identify PluggedInVA staff and responsibilities
- ☐ Identify potential financial resources and funding
- ☐ Define expected outcomes and data to be collected

Partnerships

- ☐ Identify partners
- ☐ Discuss plan with potential partners
- ☐ Define partner and staff roles, responsibilities, and contributions
- ☐ Decide what data each partner can contribute for evaluation
- ☐ Create a project timeline
- ☐ Develop a memorandum of understanding among partners

Curriculum Development

- ☐ Research skills and knowledge necessary for entry-level employment in targeted high-demand occupations
- ☐ Collaborate with postsecondary institution to plan curriculum
- ☐ Design plan for co-enrollment
- ☐ Draft learner timeline
- ☐ Develop curriculum using PluggedInVA Instructor's Manual
- ☐ Plan for the capstone project
- ☐ Develop rubrics: professional soft skills and capstone projects
- ☐ Develop weekly instructional schedule
- ☐ Train instructors in curriculum and assessments

Student Recruitment

- ☐ Establish admission criteria
- ☐ Create admission forms
- ☐ Develop admissions process and orientation
- ☐ Develop and execute recruitment plan

If the above benchmarks have been met, the program is eligible for implementation funding.

Implementation Grant Application

Instruction

- ☐ Ongoing instructor collaboration
- ☐ Instructor observation and feedback
- ☐ Peer cohorts: establishing and maintaining
- ☐ Mini-capstones and information challenges
- ☐ Professional soft skills instruction
- ☐ Digital literacy instruction
- ☐ Student persistence plan
- ☐ Capstone project work
- ☐ Capstone project presentation

Advising and Counseling

- ☐ Career coaching
- ☐ Postsecondary advising and co-enrollment

Program Administration

- ☐ Professional development
- ☐ Fiscal management
- ☐ Ongoing data collection
- ☐ Reporting

Community Collaboration

- ☐ Ongoing partnership development
- ☐ Coordination with employers

If the above benchmarks have been met, the program is eligible for maintenance funding.

Maintenance Grant Application

- ☐ Develop evaluation plan
- ☐ Analyze data collected by partners
- ☐ Identify gaps in performance targets
- ☐ Draft plan for revision

* Checklist items have been excerpted from the *PluggedInVA Implementation Guide* developed by the Virginia Adult Learning Resource Center.